

Clerical and Office Branch
Purchasing and Stores Group
Warehousing and Delivery Series

AIRPORT MATERIAL SPECIALIST

07/00(REB)

Summary

Under general supervision, requisition, stock and dispense any parts, tools, equipment and supplies necessary to sustain self sufficient, continuous public operations and maintain leased property of an international airport.

Typical Duties

Arrange for delivery, storage and issuance of materials, fuel and devices including, but not limited to, those used for runway and road paving, painting and lighting, perimeter controls and safety, vehicle, building and grounds maintenance and repair. Involves: ensuring compliance with Federal Aviation Administration (FAA) mandated materials specifications; conferring with Airport staff as necessary regarding fulfillment of precise supply requirements; contacting approved vendors; determining availability and scheduling shipment from vendors against open purchase orders; laying out warehouse, supply rooms and yards as instructed; accepting deliveries; dispensing and accounting for stock; unloading, moving, stowing, securing and maintaining goods in suitable, available locations; reviewing shipping documents and receiving reports; checking that type, quantity and condition of materials meet established Airport, City, State and Federal standards and that applicable Material Safety Data Sheets are provided; apply property control labels, if assigned; refusing merchandise within designated limits; preparing and shipping parts and assemblies for warranty or contract maintenance or repair; arrange for delivery of replacement parts; establish and maintaining cooperative relationships with vendors; monitoring fuel levels and operability of pumps; identifying and maintaining records of items received, issued and returned; receiving and temporarily storing items belonging to Airport clients, related agencies or other organizational units, as directed.

Participate in inventory control activities. Involves: compiling and analyzing information such as usage rates stock shrinkage, shipping times, and accepted deliveries to prepare, revise and generate routine and special reports; leading project teams or personally conducting complete periodic or random sampling inventories to determine stock on hand; assisting FAA auditors as assigned; identifying practical alternatives to assist in solving storage, shortage or other inventory problems; adjusting reorder points or implementing and verifying other corrective measures as instructed; contract vendors to ascertain quantity and prices available, and preparing and releasing purchase requests against open contracts as authorized to replenish stock depleted to prescribed operating minimums; maintaining receiving reports, purchase requisitions, work orders, and related documents or accounting records, including details of transactions in progress and completed, as specified; posting items and charges to proper accounts, organizational unit, vehicle, employee or other designated category; reviewing and verifying charges for correctness; updating supply manuals and catalogs; verify warranty repair or replacement coverage, and documenting return shipments; issuing fuel delivery receipts.

Direct work of lower graded general services employees performing the same or directly related stores duties, such as when functioning as a non-supervisory lead worker, as assigned. Involves: assigning tasks, issuing written and oral instructions and checking results for exactness, neatness and conformance to policies and procedures; following up on progress of work and guiding subordinates to overcome difficulties encountered; conducting job related training.

Perform incidental duties contributing to realization of unit or team objectives as required. Includes: maintaining petty cash or monetary coupon fund, if delegated; operating two-way radio to receive and transmit messages to field crews or other employees as required; substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations as delegated; providing specified support for miscellaneous projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities and preparing and submitting special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or general educational development (G.E.D.) equivalent plus four (4) years of progressively responsible experience in receiving, storing and issuing materials, supplies and equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: inventory control and supply record keeping practices and

procedures. Some knowledge of: computerized inventory management procedures; purchasing procedures with approved vendors.

Ability to: read, understand and apply Federal Aviation Administration (FAA) materials specifications; identify and locate the full spectrum of stock items required for continuous international airport operations using manuals and supply catalogs; check for and recognize damaged or defective items; establish and maintain effective working relationships with employees and outside vendors; accurately post records; write legibly; compile data and prepare special reports; maintain and use standardized computer records and reports; file records and documents; make simple mathematical calculations.

Skill in safe operation and care of: personal computer or network workstations and generic business productivity and specialized inventory software; calculators, adding machines and common office equipment; forklift or other materials handling equipment and delivery motor vehicles.

Physical Effort and Work Environment: Frequent: lifting, carrying, pushing or pulling of moderately heavy objects (up to 50 pounds); operation of materials handling equipment in a congested warehouse environment. Occasional: driving through city traffic to make pick up and deliveries, and conduct field inventories.

Licenses and Certificates: Texas Class "C" Driver's License, or equivalent issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Position assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head